

MEMORANDUM FOR: Director of Communications

SUBJECT : Report of Survey of the Budget and Fiscal Branch of
the Office of Communications

1. In accordance with your request, a survey has been completed on the functions, organization and manpower requirements of the Budget and Fiscal Branch of the Office of Communications. The survey was conducted by a representative of the Technical Accounting Staff of the Office of the Comptroller and a representative of the Management Staff working together as a team.

2. There is attached for your information and consideration the report of the survey prepared in staff study form. It will be noted in particular that the report contains certain recommendations which, if adopted, will change the present method of administratively servicing Communications personnel assigned overseas.

3. Please feel free to discuss the content and recommendations of the report with members of the survey team and/or others of the Office of the Comptroller and the Management Staff.

4. After you have arrived at your conclusions, we can then get together and discuss changes in personnel assignments.

E. R. SAUNDERS
Comptroller

Attachment

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